



# FOREIGN AFFAIRS MANUAL

## VOLUME 3 – Personnel Operations

Transmittal Letter: PER-356

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### SUBCHAPTER 3 FAM 2760 CAREER SENIOR EXECUTIVE SERVICE (SES) SABBATICAL PROGRAM

#### MAJOR CHANGES

1. 3 FAM 2760 was published previously as 3 FAM 2730.
2. The material in this subchapter has been renumbered throughout.
3. 3 FAM 2760 applies **only** to Civil Service employees of the Department of State.
4. Revisions since the last update appear in italics. The italics will be removed the next time the material is updated. Only current changes will appear in italics. Italics provide a historical record of changes.
5. Officers are reminded that Department-issued materials not codified in the ***Foreign Affairs Manual*** or its supplemental ***Foreign Affairs Handbook*** series generally have no regulatory validity (see 2 FAM 1115.2).

#### FILING INSTRUCTIONS

1. Place the attached 3 FAM 2760 (4 pages) at its appropriate location within the handbook.
2. After inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist, then fill in the entry line for TL:PER-356, and initial.

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2. All posts and offices keeping paper versions of the ***Foreign Affairs Manual*** are responsible for maintaining their FAM on a current basis (see 2 FAM 1116.5), and for ensuring that all copies (including binders) are either retained or returned to A/RPS/DIR if no longer needed. **When returning excess or unused materials, include your office/post symbols and inform PB and your message center if you need to have your distribution reduced** (this generally applies only to time-sensitive paper issuances). A/RPS/MMS/PB, Room 1853, 202-736-7470, FAX 202-647-4535, handles all requests for paper copies including non-Government users (include either fiscal information or payment with request, as appropriate).

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**(PER/CSP/ERPM)**